

# Assistant Director of Facilities Management

## *County of San Bernardino*

### Supplemental Questionnaire

It is the applicant's responsibility to ensure that the application or résumé, as submitted, is complete and sufficiently detailed to determine qualifications. The application materials must also include written responses to the supplemental questions below— a résumé is not an acceptable substitute for completing this questionnaire. It is to your advantage to provide complete and thorough responses to each area. Only the highest rated candidates will receive further consideration.

**Please submit your answers on a separate sheet of paper or apply online at [www.sbcounty.gov/hr](http://www.sbcounty.gov/hr).**

Describe in detail, but as concisely as possible, your experience in each of the following areas. Include names of employers and dates of employment.

1. Describe your experience in managing building custodial services, grounds upkeep, and building maintenance activities. Include the number of personnel you supervised, and your role and responsibilities in ensuring on-going, efficient and timely completion of daily duties in the areas above.
2. Describe your experience in overseeing capital improvements, building modifications and equipment repairs. Include your role, responsibilities, and accomplishments.
3. Describe your experience in direct supervision of line staff, as well as through subordinate supervisors. Include the titles and number of employees supervised, as well as your specific supervision duties (i.e., work performance evaluations, hiring decisions, disciplinary actions and decisions, terminations, scheduling, etc.).
4. Describe your experience in developing, overseeing, approving, and administering budgets. Include your role, level of responsibility, and the amount of the budget for which you were responsible.
5. Describe your knowledge and experience in business systems and software applications. Include any experience related to inventories and life-cycle systems of facilities.
6. Describe your experience in project management related to major office building construction and remodeling. Include the scope of your oversight, contractors involved, and handling of deadlines.